

4200 Senior Community Services Employment Program (SCSEP) Host Agencies	
4201 Overview	
4201.1	The Senior Community Service Employment Program (SCSEP) fosters useful community service through part-time work-based training opportunities for unemployed low-income persons who are 55 years of age or older who have poor employment prospects and by assisting them to transition to unsubsidized employment.
4201.2	Community service activities are provided through community service training assignments at host agencies which must be a public or non-profit 501 (C) (3), non-partisan organization.

4200 Senior Community Services Employment Program (SCSEP) Host Agencies	
4202 Operating Principles	
4202.1	The sub-recipient shall arrange for a host agency orientation, supervision, instruction and training to each participant. A host agency shall provide supervision to enable each participant to perform productively and effectively in accordance with their IEP.
4202.2	The host agency shall consider hiring each participant into an unsubsidized position within the host agency when an appropriate vacancy occurs.

4200 Senior Community Services Employment Program (SCSEP) Host Agencies	
4203 Operational Procedures for Host Agency Development	
4203.1	Those organizations eligible to act as community service training sites (host agencies) for the SCSEP are public agencies and private organizations exempt from the taxation under the provision of Section 501(c)(3) of the Internal Revenue Service Code of 1954. Host agencies sites can include, but are not limited to the following:
	A Public agencies such as public health departments, school systems, social service departments, courts, police departments, housing authorities, child and youth services, adult services, general hospitals, community mental health centers, mental hospitals, recreation departments, community development/outreach services, employment services, vocational counseling rehabilitation services, social services agencies, local Federal agencies, extension services and local tribal government agencies.
	B Private Non-Profit Organizations such as voluntary hospitals, neighborhood health centers, community and neighborhood centers, health and welfare council agencies, community action agencies and private schools.
	Faith-based host agencies must provide a service open to all community residents and cannot involve any form of worship or prayer. The following also apply to faith-based host agencies:
	C
	1 If a host organization conducts religious activities, it must separate the religious activities in time or location from the SCSEP program.
	2 Participants may not be employed to carry out inherently religious activities or required to participate in any inherently religious activities.
	3 Sub-recipients must follow guidelines outlined in Training and Employment Guidance Letter 29-07“ SCSEP Participant Placement and Work with Faith-Based and Community Organizations” (Exhibit 4200A).
	D
	Each host agency shall complete a Host Agency Application (Exhibit 4200B) and Host Agency Agreement (Exhibit 4200C). As of July 1, 2010, Host Agency Agreements are to be renewed annually.
	1 Only those authorized signatures noted on the Host Agency Agreement are authorized to sign participant timesheets and leave requests. An authorized signature of the host agency staff may substitute in the absence of the community service assignment supervisor. All host agency authorized signatures must match those on the Host Agency Agreement.
	E A copy of the most current Internal Revenue Service Code Section 501(c)(3) designation must be in each host agency file maintained by the sub-recipient. Acceptable documentation includes the IRS determination letter or the results of a search on the official IRS Web site for exempt organizations: http://apps.irs.gov/app/pub78 . The 990 tax form is not acceptable. Sub-recipients may also utilize such sites as http://www.melissadata.com/lookups/ or research corporate records filed with the Arizona Corporation Commission at http://www.cc.state.az.us/# to verify the 501(c)(30) status of an organization and document the verification efforts in the host agency file.

4200	Senior Community Services Employment Program (SCSEP) Host Agencies	
4203	Operational Procedures for Host Agency Development (continued)	
4203.2	Maintenance of Effort -All activities funded under this project shall not:	
	A	Reduce the number of employment opportunities or vacancies that would otherwise be available to individuals not participating in the program.
	B	Result in the displacement of currently employed workers, including partial displacement such as a reduction in hours of non-overtime work, wages or employment benefits.
	C	Employ or continue to employ any participant to perform work the same or substantially the same as that performed by another person who is on layoff.
	D	Impair existing contracts for such services, or result in substitution of Federal funds or other funds in connection with work that would otherwise be performed.
4203.3	The following criteria shall be considered in the recruitment and selection of a host agency site(s):	
	A	Capability to provide a safe environment with adequate space and equipment for the participant.
	B	General responsiveness to the goals and objectives of the SCSEP.
	C	Ability to comply with program requirements.
	D	Ability to provide community service assignments that support the IEP goals and offer opportunities for the participant to enhance skills and be transitioned to unsubsidized employment.
	E	Capability to provide the participant with training that will develop marketable skills in all business sectors.
	F	Capacity to supervise the participant on a day-to-day basis.
	G	Exhibits the potential for employing the participant on a permanent basis.
	H	Ability to ensure the participant is given the same consideration and treatment as other staff members.
	I	Ability to prepare an appropriate assignment description and to assess the participant's progress in order to adjust the description and IEP as the participant develops additional skills.
	J	Ability to approve time for participants and the supervisor to attend SCSEP training meetings.
	K	Appropriateness of community service assignment for SCSEP participants.
4203.4	Sub-recipients shall conduct an orientation for host agencies. At a minimum, orientation should include	
	A	The host agency roles and responsibilities to orient, supervise, train, and instruct the participants assigned to the agency.
	B	Maintenance of effort considerations as they pertain to SCSEP and community service assignment descriptions in lieu of "job" descriptions.
	C	Host agencies shall be provided with a copy of the SCSEP Host Agency Handbook (see Exhibit 4200D). Host agencies may be provided with a copy of the SCSEP Participant Handbook.
	D	Affirmative Action procedures to assure that no person shall, on the grounds of race, creed, color, handicap, national origin, sex, political affiliation, or beliefs, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any project or activity funded in whole or part with funds made available under SCSEP.
4203.5	Whenever possible, participants shall be assigned community service assignments in or near the communities in which they reside.	
4203.6	The community service assignments and associated community service assignment descriptions shall be in accordance with the participant's IEP. The host agency may participate in the development of the community service assignment and the specific roles the host agency will play in assisting the participant meet the objectives of the participant's IEP:	
	A	Result in the expansion of the host agency site's existing services or initiation of new services.
	B	Have organizational significance to the host agency site and contribute to the general welfare of the community.
	C	Are structured on a level that meets the participant's skills, abilities, and interests, and which can lead to unsubsidized employment.

4200	Senior Community Services Employment Program (SCSEP) Host Agencies	
4203	Operational Procedures for Host Agency Development (continued)	
4203.7	Priority community service assignments are with host agencies providing services to the elderly with special emphasis on low-income elderly.	
4203.8	Participants shall receive the same level of supervision and training as employees performing comparable jobs at the host agency.	
	A	Host agency supervision may be used to meet the 10% match requirement as long as it is from non-federal sources as in accordance with 29.CFR 95.23 "Cost sharing or matching" for nonprofit and commercial organizations.
	B	Host agency supervisor do not have the authority to terminate participants from the SCSEP. If any issues arise between the participant and the host agency, the sub-recipient is to be notified immediately. All participant terminations and exits from SCSEP, if necessary, are to be administered by the sub-recipient in accordance with Section 4115 of this policy document.
4203.9	Host agencies shall include participants in their regular staff meetings.	

4200	Senior Community Services Employment Program (SCSEP) Host Agencies	
4204	Operational Procedures for Host Agency Monitoring	
4204.1	The Host agency site(s) shall be monitored by the SCSEP staff at least once every 90 days to ensure the following:	
	A	The participant's assignment tasks are consistent with the goals set in the Community Service Assignment Description and IEP.
	B	The participant is making progress in meeting their IEP goals.
	C	Compliance with SCSEP requirements.
4204.2	The SCSEP staff shall ensure completion of the Host Agency Monitoring Form (Exhibit 4200E) and a copy shall be maintained in the host agency file.	
4204.3	Areas to be monitored include, but are not limited to the following:	
	A	Safety and working conditions at the host agency site. The date of the safety monitoring is to be entered into SPARQ
	B	Possibility of additional training at the host agency site
	C	Possibility of unsubsidized employment at the host agency site
	D	Host agency compliance with community assignment description
	E	Participant involvement in training outside the host agency community service assignment
4204.4	The following documentation is required to be maintained in a host agency file by the sub-recipient for each host agency:	
	A	Host Agency Monitoring Form (EXHIBIT 4200E)
	B	Host Agency Application (EXHIBIT 4200B)
	C	Host Agency Agreement (EXHIBIT 4200C)
	D	501 (c)(3) Certification verification documentation..
	E	SCSEP Community Service Assignment Description Form (Exhibit 4100O)

EXHIBITS	
4200A	Training and Employment Guidance Letter 29-07 https://www.azdes.gov/uploadedFiles/DAAS/exhibit_4200A_tegl_29-07.pdf
4200B	Host Agency Application https://www.azdes.gov/InternetFiles/InternetProgrammaticForms/doc/AAA-1122A.doc
4200C	Sample Host Agency Agreement https://www.azdes.gov/InternetFiles/InternetProgrammaticForms/doc/AAA-1123A.doc
4200D	Host Agency Handbook https://www.azdes.gov/uploadedFiles/DAAS/host_agency_handbook.pdf
4200E	Host Agency Monitoring Form https://www.azdes.gov/InternetFiles/InternetProgrammaticForms/doc/AAA-1121A.doc
4100O	Community Service Assignment Description Form

https://www.azdes.gov/InternetFiles/InternetProgrammaticForms/doc/AAA-1119A.doc
